

CITY OF MILWAUKIE

CLASSIFICATION: City Engineer

Department: City Manager

FLSA Status: Exempt

Pay Grade: 32

Union Representation: Management/Non-Represented

CLASSIFICATION SUMMARY:

Plans, directs and administers all activities related to Engineering. Coordinates with Public Works and other city departments to ensure that the City delivers high quality utility services. Evaluates and defines division programs, policies and budget proposals. Oversees engineering staff and related contractors and is responsible for high-level oversight of city-wide engineering projects.

This position works under the general supervision of the Assistant City Manager. This position provides input into City policies and procedures and advises the Assistant City Manager and the City Manager on related issues. The City Engineer also exercises budget responsibility for the Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to Engineering. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Executes the City's Capital Improvement Program including procurement and management of significant related contracts.
3. Develops work plans, resources the design and delivery of capital projects and manages staff assignments.
4. Trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
5. Prepares and administers the department budget based on staffing and resource requirements, program objectives and city goals. Monitors the budget to assure compliance with approved budget levels and standards.
6. Represents the City in discussions with other jurisdictions, developers and the public.
7. Oversees design and specifications for c. major public works projects. Assigns project managers and monitors all engineering capital projects to ensure budgetary compliance, administrative procedure compliance and timely completion. Coordinates capital construction with Public Works staff.
8. Oversees development of intergovernmental agreements and approves professional service contracts for supplementing staff work programs.
9. Works with Public Works to develop the Capital Improvement Program-the city's plan to accommodate additional capacity and to replace and maintain long-term public utility investments. Develops master plans for the City's utilities and assists in implementing those plans through the City's Capital Improvement Program consistent with the Comprehensive Plan.
10. Oversees the City's utility rate-setting process and ensures that the City reviews its rate structure for the water, sewer, and storm utilities on a regular and periodic basis. Reviews and proposes new financing structures, as needed, to implement the Capital Improvement Program.
11. Represents or oversees others representing Milwaukie in regional forums to ensure that Milwaukie receives a fair hearing on proposed projects and effectively communicates progress on existing projects. Attends workshops, conferences, and civic affairs to discuss projects and solicit support.

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12. Reviews and updates City specifications, policies and guidelines as they relate to private development projects and city projects.
13. Ensures compliance with Federal and State regulations.
14. Serves as a member of various citizen and staff committees as assigned. Attends and participates in community and neighborhood meetings.
15. Provides professional advice to supervisors and other officials; makes presentations to supervisors, the City Council, boards, commissions, civic groups and the general public.
16. Prepares and writes grant application components relating to engineering and public works capital construction projects.
17. Maintains positive public relations with customers and is responsive to customer needs.
18. Develops safe work habits and contributes to the safety of self, co-workers and the public.
19. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Transportation project design and delivery

Skills and Abilities to:

- Effectively supervise and motivate staff.
- Understand civil engineering principles, practices and methods as applicable to a municipal setting.
- Develop goals and long-range planning for department.
- Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- Prepare and analyze comprehensive and technical reports.
- Manage multiple projects often within tight timeframes.
- Make effective presentations.
- Exercise sound judgment in evaluating situations quickly and objectively and to determine proper course of action.
- Develop cost estimates on complex projects.
- Establish and maintain effective working relationships.
- Work as a team member and to cultivate a team climate.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.) A typical way of obtaining the knowledge, skills and abilities is outlined below.

- Bachelor's degree from an accredited college or university with a degree in Civil Engineering or closely related field.
- Eight (8) years of progressively responsible engineering experience with a focus on transportation engineering to include at least three (3) years of management/supervisory experience.

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Licensing/Special Requirements:

- Required to be a registered Professional Engineer (PE) in Oregon.
- Project Management Certification is not required, but preferred.
- Must be able to pass the department's security clearance standards including review of driving record.
- Possession of a valid driver's license.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, data base and computer aided design software, standard drafting tools, surveying instruments and mobile radio.

Supervision:

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the Assistant City Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting.
- Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing site inspections.
- Evening meetings are required.
- Responds any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: September 2018

Adopted: September 2018

Revised: